

Smith Township Police Department

"Request for Vacation Check Form"

****Please Note****

The Homeowner realizes that the Smith Township Police Department and/or the Township of Smith does not assume any liability for loss or damage to property during the specified dates listed below on the form.

The Homeowner further understands that there is no guarantee that vacation checks will be done daily. Vacation Checks are not performed if someone is staying at the residence while the home owner is away.

Please Fill Out the Form Completely

Your Name: _____

Your Phone Number: _____

Vacation Check Address: _____

Premises Phone Number: _____

Vacation Starting Date/Time: _____

Vacation Ending Date/Time: _____

Have you stopped mail/newspapers or made arrangements for someone to pick them up?

Mail/Newspaper Action: _____ Stopped _____ Picked Up

If picked up, by who: _____

Will you be leaving lights on timers or for the entire time?

Lighting: _____ Lights (Timer) _____ Lights on

If timers, what hours: _____

Any pets at the residence while you are gone: _____ Yes _____ No

If pets, what type: _____

Is there a person we can contact in case of an emergency at the residence? If so,

Contact Name: _____

Contact Address: _____
Contact Phone Number: _____
Contact Vehicle Description: _____
Contact's Relationship to Homeowner: _____

Does the above contact have access to residence (Key): ____ Yes ____ No

Contact Name: _____
Contact Address: _____
Contact Phone Number: _____
Contact Vehicle Description: _____
Contact's Relationship to Homeowner: _____

Does the above contact have access to residence (Key): ____ Yes ____ No

Contact Name: _____
Contact Address: _____
Contact Phone Number: _____
Contact Vehicle Description: _____
Contact's Relationship to Homeowner: _____

Does the above contact have access to residence (Key): ____ Yes ____ No

At your residence do you have an alarm system? ____ Yes ____ No

If yes, who monitors it and how do we contact them:

Alarm Company Name: _____
Alarm Company Phone: _____

-----To Be Completed By Smith Township Police Department-----

Officer Completing Vacation Check, Incident Number, Date and Time
